

Application No. _____

YORK COUNTY BOARD OF ZONING/SUBDIVISION APPEALS
APPLICATION TO APPEAR

1. Name of Applicant: _____
Address: _____
Phone Number : _____
2. Name of property owner if different from applicant:

Owner: _____
Address: _____
Phone Number: _____
3. Property's:

Address: _____
Location: _____
Tax Number: _____
4. A check for \$150.00, payable to "Deborah B. Robinson, Treasurer, York County", is attached to this application as my/our filing fee. ☐ Yes ☐ No, explain: _____

5. I/We have had a pre-application conference with the Secretary of the Board (890-3532) to confirm the type of application. ☐ Yes ☐ No, explain: _____

6. I/We have provided plats, plans or other documents such as the Natural Resources Inventory needed for this application. ☐ Yes ☐ No, explain: _____

7. Describe the proposed project: _____

8. This is a: ☐ Variance Request ☐ Chesapeake Bay Exception Request ☐ Appeal of the Zoning Administrator's decision dated _____

9. The following Ordinance sections apply to this application:

Subdivision Ordinance, Section _____ or
Zoning Ordinance, Section _____

10. What does the section in Item 9 above require? _____

11. If you are applying for a variance and/or exception, what part of the section above do you want changed as it is applied to your property? _____

12. Please state why your variance or exception request should be approved or why the Zoning Administrator's decision should be overruled. _____

13. If your application involves more than one Ordinance section, include one continuation sheet (attached) for each additional Ordinance section involved.

Number of continuation sheets attached: _____

I/We certify that the information above is as complete and as accurate as I/we know it to be.

_____ Applicant _____ Date

_____ Applicant _____ Date







_____ Property Owner _____ Date

_____ Property Owner _____ Date

Deliver to: Secretary
York County Board of Zoning/Subdivision Appeals
105 Service Road, P.O. Box 532
Yorktown, Virginia 23690

DEADLINE: The Board meets on the 4th Thursday of each month. Applications must be received by Friday, four (4) full weeks before the meeting. If the applications are to be mailed, they must be postmarked no later than Friday, four (4) weeks before the meeting. If you are uncertain about a meeting date or deadline, please call the Secretary of the Board. The Board reserves the right to adjust the meeting schedule as necessary.

BOARD OF ZONING/SUBDIVISION APPEALS
INSTRUCTIONS FOR FILLING OUT AN APPEARANCE APPLICATION

- Item 3. Please provide description of location if other than a well-defined residential lot.
- Item 4. The filing fee is **MANDATORY. NO ACTION WILL BE TAKEN ON THE APPLICATION WITHOUT A FILING FEE.**
- Item 5. The Secretary of the Board will assist applicants in determining whether the application is a variance request, exception request, or an appeal of the Zoning Administrator's decision. The Secretary is unable to assist applicants in detailed preparations.
- Item 6. One picture is worth a thousand words. Plats, plans and other illustrations of your situation will be of great help to the Board of Zoning/Subdivision Appeals in hearing your case. For an exception within the Chesapeake Bay Preservation Area, a Natural Resource Inventory is required. The Inventory must include:
-  Plat of the property
 -  Location of proposed structure
 -  Resource Management Area Boundary (if applicable) -100-year floodplain or 500 feet from the RPA, whichever is greater
 -  Septic/drainfield and reserve drainfield (if applicable)
 -  Stormwater runoff pollutant loading index per attached calculation sheet
 -  Exception area being requested
- Item 7. Provide all pertinent information regarding the nature and scope of your project.
- Item 8. If you don't know call the Board's Secretary - 890-3532.
- Item 9. Identify the specific section in the Zoning or Subdivision Ordinance which is causing you to file this application. Example: Zoning Ordinance Section 24-158, or Subdivision Ordinance Section 20.5-81. If more than one section is involved, use one continuation sheet for each section.
- Item 11. Do not fill out for an Appeal application. For a variance or exception request, write down what you want the Board to approve.
- Variance example: Allow me to have a 30-foot front yard setback instead of the 45-foot setback in the Ordinance section.
- Exception example: Allow me to have the 100-foot RPA buffer reduced to 50 feet.
- Item 12. For a variance, explain how the physical characteristics of your property prevent use of the property when required to comply with the Ordinance section. If your

property has no unusual physical features, explain the other circumstances which make your property useless when required to comply with the Ordinance section.

For an exception, explain how the request is the minimum necessary to accommodate the proposed structure and is consistent with the intent of the Resource Management/ Protection Overlay District.

For an appeal of a Zoning Administrator's decision, explain why you think the Zoning Administrator is mistaken in believing that you are violating the Zoning or Subdivision Ordinance on your property, or why you think the Zoning Administrator's decision is unreasonable or arbitrary.

STORMWATER CALCULATION

Area _____ (ACRES)

Impervious Area (I_a) _____ (acres)

Average land cover conditions ($I_{\text{watershed}}$) = 16%

$I_{\text{site}} = (\text{total } I_a / A) \times 100 = \text{_____}\%$

$I_s = \text{_____}\%$

$I_w = 16\%$

If $I_s < I_w$, then no Best Management Practices are required.

If $I_s > I_w$, then applicant can 1) reduce amount of impervious surface or 2) install BMPs

BOARD OF ZONING/SUBDIVISION APPEALS
APPEARANCE APPLICATION CONTINUATION SHEET

1. Name of applicant: _____
Address: _____
Phone Number: _____
2. The following Ordinance sections apply to this application:

Subdivision Ordinance Section 20.5-_____ or
Zoning Ordinance Section 24-_____
3. What does the section in Item 2 above require? _____

4. If you are applying for a variance or exception, what part of the exception above do you want changed as it is applied to your property? _____

5. Please state why your variance or exception request should be approved or why the Zoning Administrator's decision should be overruled. _____

_____ Applicant _____ Date

_____ Applicant _____ Date

_____ Property Owner _____ Date

_____ Property Owner _____ Date